

DRAFT

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

FROM : [REDACTED]
Acting Director of Personnel

SUBJECT : Procedures to Observe Ceiling Controls during
FY 1978-79

1. Action Requested: This memorandum contains recommendations for your approval.

2. Background: Agency components expect to receive [REDACTED]

[REDACTED] cuts during FY 1979. NFAC and O/IG, among others, would like to receive additional positions this year from their FY 1979 authorization (proposed). As a further complication, should Agency ceiling for FY 1979 be cut below the expected figure of [REDACTED] some of the planned reallocation for FY 1979 would not be possible. Budgetary constraints and timing problems create a pressing need for management to monitor Agency ceiling carefully throughout FY 1978 to assure (1) that all ceiling is utilized, (2) that priority in authorizing use of potentially unused ceiling is given to the most urgent staffing needs and (3)* that

full consideration is given to the reassignment of personnel found surplus to DDO needs who may be qualified for positions elsewhere in the Agency.

[REDACTED] note: "Really a separate topic -- system."

3. Staff Discussion: To date, we have allocated only existing ceiling -- not borrowing from FY 1979 -- made available by the projected FY 1978 DDO reduction. This has been allocated according to the priorities determined during the July Program Review. Any revisions require either that 1978 DDO ceiling be reduced further or that position increases just granted to the Directorates be used for other purposes. Given the pressures on our 1978 ceiling, further steps for your review and consideration are outlined as follows:

Allocation and Control of Use of Available Total Agency Ceiling through Establishment of Relative Priorities

(a) Concept of the Approach:

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(1) The A/DDCI will authorize the use of additional staffing authority for components with approved 1979 increases and prioritized requirements when otherwise unused ceiling becomes available within the Agency as a whole. Such ceiling could become available either because components are not able to fill their existing 1978 ceiling or, in the case of the DDO, planned reductions occur before the end of the fiscal year.

(2) The Director of Personnel will advise the A/DDCI when unused ceiling appears to be available and the A/DDCI will establish the relative priority of claimants for such unused ceiling.

(3) The A/DDCI has the option of convening periodic meetings of the EAG to assist him in determining relative priority.

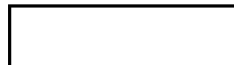
(4) The Office of Personnel will chair an inter-Directorate committee to monitor the placement of surplus personnel.***

(5) The planned numbers of external EOD's will be established only after full consideration of internal reassignment of surplus employees of the DDO.

(d) Control of Promotions: Because the Career Service Grade Authorization is computer produced based upon authorized "count" positions, an adjusted CSGA will not be produced to reflect use of ceiling by a different Directorate. Accordingly, Directorates must monitor the effect of the transfer of use of ceiling on headroom actually available.

(3) Control of Funding: The Comptroller will assure that the necessary funding authority accompanies the reallocation of the use of ceiling.

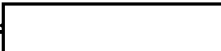
4. Recommendation: That the alternative control system outlined in paragraph 3 be adopted.



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APPROVED: _____

DISAPPROVED: _____

STAT **  note: "Really a separate problem."